Responsibilities, Relationships, and Resources
New Cluster Leader Training 2008*

Guiding Questions for Session
1. What are my responsibilities as a cluster leader?
2. With whom should I develop relationships to help me in this role?
3. What resources do I have to help me in this role?

9:00-9:15   Introduction

9:15-10:15   Responsibilities
                  KWL
                  Calendar

10:15-10:45   Relationships
                  KWL
                  Discussion

10:45-11:45   Resources
                  Questionnaire
                  Handbook work

11:45-12:00   Wrap-up

Quick clicks to writing resources
From the KDE Home page—http://www.education.ky.gov
     click on "Instructional Resources"
     click on "Literacy"
     click on "Writing"
http://www.education.ky.gov/KDE/Instructional+Resources/High+School/English+Language+Arts/Writing/default.htm

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Because our session is so short today, we will not take a formal break. However, please feel free to take a short break if you need to.

KDE Resources and Webliography

KDE Writing Resources (main page)
http://www.education.ky.gov/KDE/Instructional+Resources/High+School/English+Language+Arts/Writing/default.htm

On that page you will find links to

- *The Kentucky Writing Handbook*—your guide to the whole program

- Cluster leader training materials—all training portfolios, practice portfolios, PowerPoints, training materials, etc., since 2006.

- Past CLEMs—cluster leader electronic messages are archived so you may refer to them as needed.

- *The Kentucky Marker Papers*—both new and older ones with skills lists and next lessons to help guide instruction

- Reflective writing resources—focusing on instruction needed to help students be able to successfully complete this piece for the portfolio

- Portfolio scoring disk—practice for you and/or your scoring team to access the scoring guide, anchor papers, practice portfolios, etc.

- Teaching the Writer DVD clips online—lots of discussion with teachers, administrators, and students regarding writing instruction

- On-demand released items

- lots more!

KDE at WebEX— http://kde.webex.com
Under "recorded sessions," you will find WebEx presentations on transactive writing, reflective writing, new cluster leader training, etc.
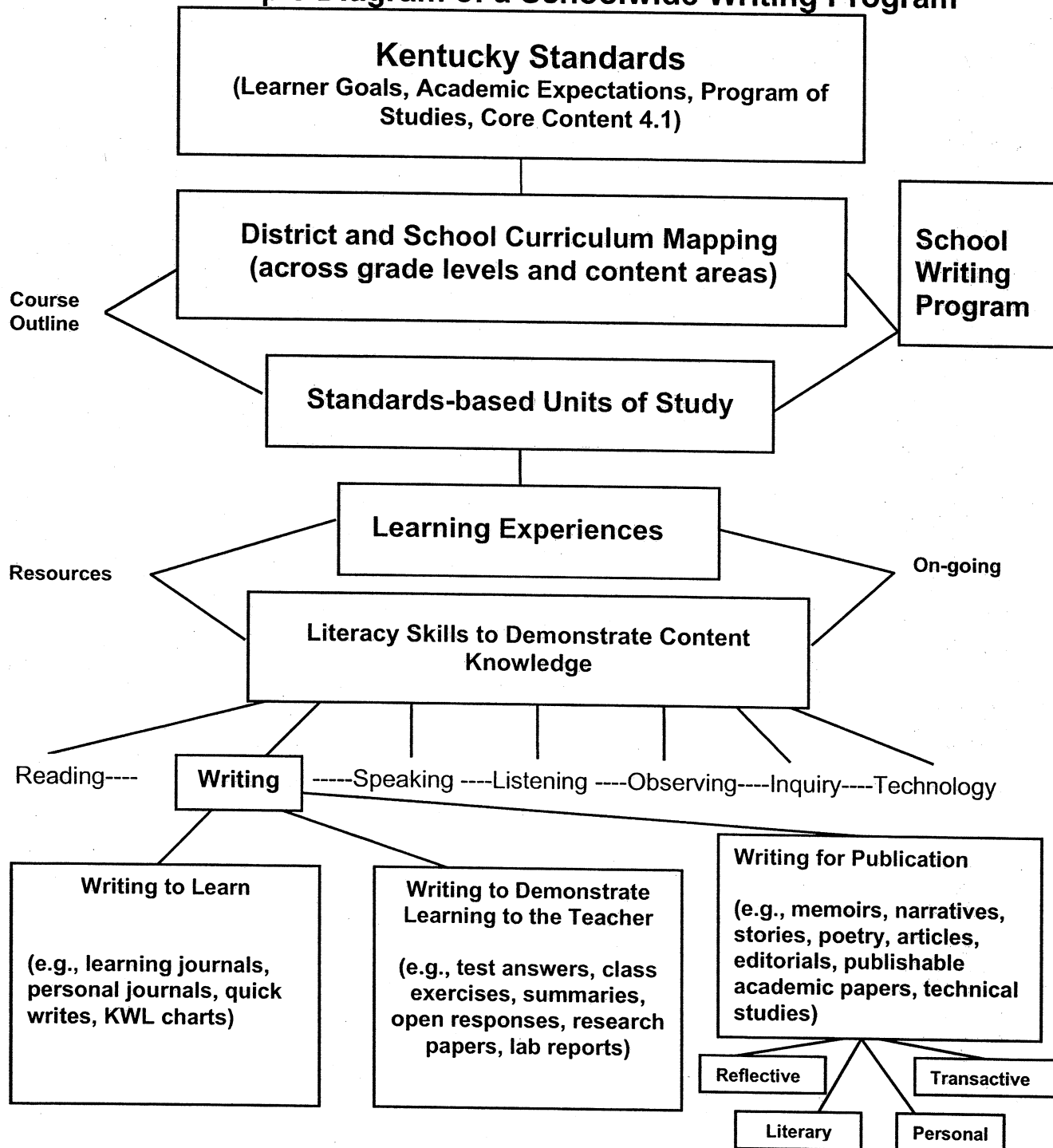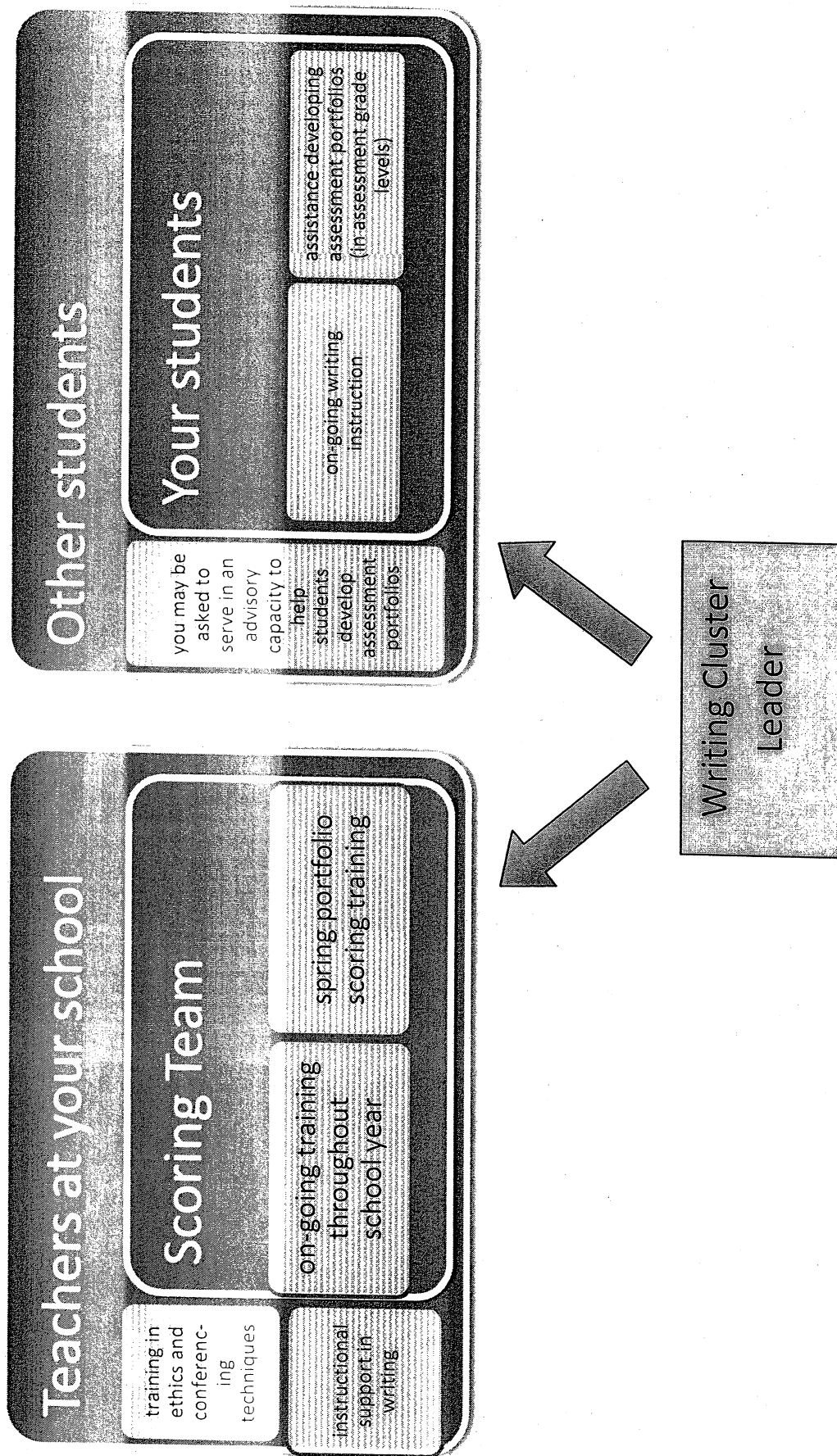
KWL Chart
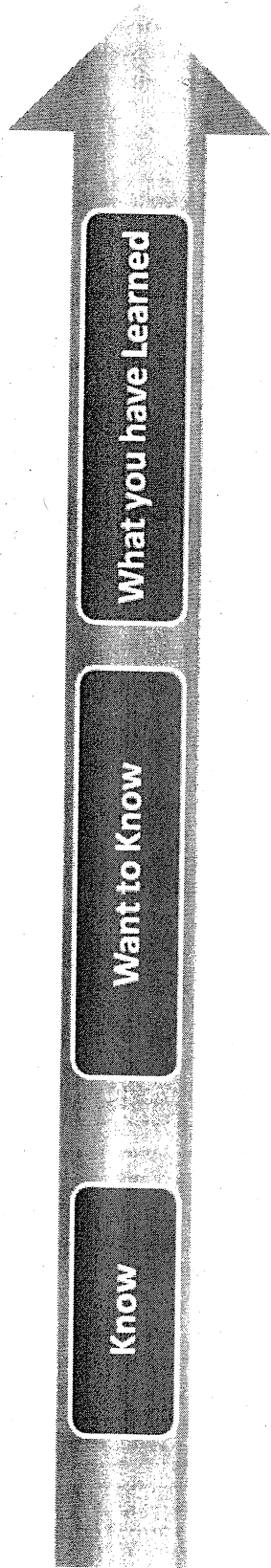
	Know	Want to Know	What you have Learned
	What do you know already?	What do you want to know?	What have you have Learned?
Responsibilities			
Relationships			
Resources			

A diagram of a sample schoolwide writing program follows which shows how all three categories of writing develop from Kentucky standards. All three types of writing should be included in all Kentucky classrooms to improve learning and literacy and to play a key role in on-going assessment. See discussion of this diagram on the next page of this handbook.

Sample Diagram of a Schoolwide Writing Program

Kentucky Standards
(Learner Goals, Academic Expectations, Program of Studies, Core Content 4.1)

Course Outline

**District and School Curriculum Mapping
(across grade levels and content areas)**

School Writing Program

Standards-based Units of Study

Learning Experiences

Resources

On-going

Literacy Skills to Demonstrate Content Knowledge

Reading---- **Writing** -----Speaking ----Listening ----Observing----Inquiry----Technology

Writing to Learn

(e.g., learning journals, personal journals, quick writes, KWL charts)

Writing to Demonstrate Learning to the Teacher

(e.g., test answers, class exercises, summaries, open responses, research papers, lab reports)

Writing for Publication

(e.g., memoirs, narratives, stories, poetry, articles, editorials, publishable academic papers, technical studies)

Reflective

Transactive

Literary

Personal

Cluster Leader Responsibilities

Writing Cluster Leader

Teachers at your school

Scoring Team

- on-going training throughout school year
- spring portfolio scoring training

- training in ethics and conferencing techniques
- instructional support in writing

Other students

Your students

- on-going writing instruction
- assistance developing assessment portfolios (in assessment grade levels)

- you may be asked to serve in an advisory capacity to help students develop assessment portfolios

Cluster Leader Calendar

Summer (June/July)	**December**
August	**January**
September	**February**
October	**March** March 2-27—spring scoring training window
November	**April**
December	**May** May 4—state deadline for portfolios May 4-20—KCCT testing window

Cluster Leader Relationships

State Support

Regional Support

University Writing Project

Educational Co-op

District Support

DAC

Curriculum specialist

Literacy coaches

District cluster leader

School Support

BAC

Principal

Guidance counselor

Department chairs
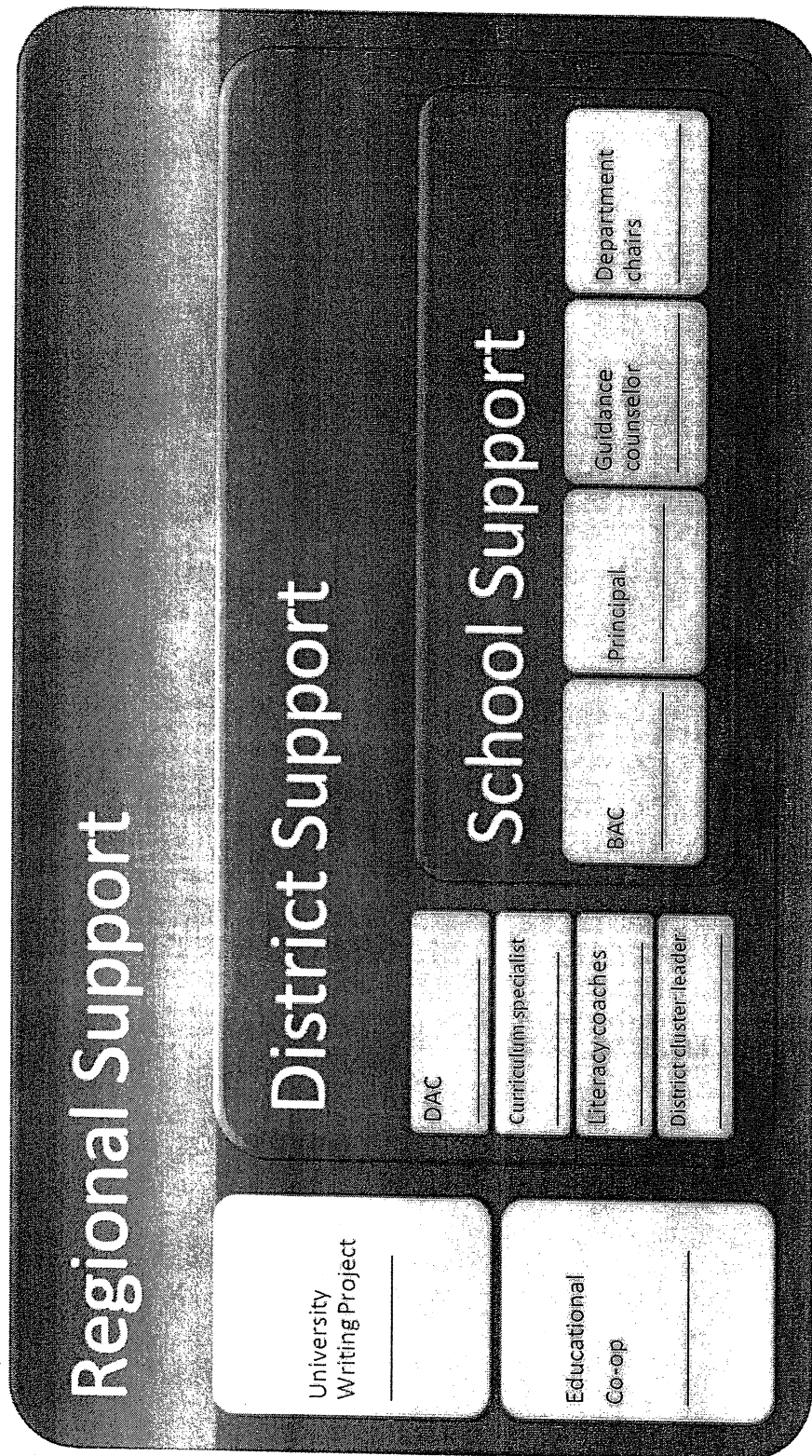
Cluster Leader

Vocabulary List
Words and phrases that all cluster leaders should know

cluster leader

analytical scoring

The Kentucky Writing Handbook

The Kentucky Marker Papers

quality control portfolios

read-behinds

writing regulation

analytical rubric

double-blind scoring

quality control records

exact or adjacent

non-adjacent

anchor papers

Program of Studies

working folder

read-behind records